

Town Council Agenda
Tuesday, September 27, 2016
7:00 PM
Clifton Forge Council Chambers
547 Main Street





TOWN OF CLIFTON FORGE

547 MAIN STREET · P. O. BOX 631
CLIFTON FORGE, VIRGINIA 24422
(540) 863-2500 / 2501 · FAX (540) 863-2534
www.cliftonforgeva.gov

COUNCIL AGENDA
TOWN OF CLIFTON FORGE, VIRGINIA
7:00 P.M. TUESDAY, SEPTEMBER 27, 2016
CLIFTON FORGE TOWN COUNCIL CHAMBERS
547 MAIN STREET

INVOCATION BY

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. MINUTES September 13, 2016 Council Meeting

RECOMMENDATION: Approve minutes from September 13, 2016

ACTION ITEMS

**1. ORDINANCE FOR PROPOSED SALE OF PROPERTY TO KROGER
FOR DEVELOPMENT**

Kroger Limited Partnership I, an Ohio limited partnership, has offered to purchase two acres of Town-owned land, bordering Main Street and the soon to be constructed extension of Hickory Avenue, for the sum of \$25,000. The purchase will allow construction of a fuel center with an investment of \$1.4M and employ 6 individuals.

RECOMMENDATION: Waive second reading and adopt ordinance

2. ORDINANCE TO ADOPT TOURISM ZONE

The reopening of the Masonic Theatre, coupled with our existing arts and cultural assets, offers new opportunities for tourism related businesses and services in our downtown. One strategy to encourage such economic activity is the creation of a tourism zone as permitted by state code and local incentives granted by the Council on a case by case basis.

The recommended zone for the Town is shown on the attached map. Local incentives would be limited to new or expanded business with an investment of \$150,000 or at least 5 jobs.

RECOMMENDATION: Waive second reading and adopt ordinance

3. ORDINANCE ENACTING SECTION 82-21

In order to make it possible for the Commonwealth Attorney to prosecute those who fail to pay parking citation fines within the time allotted, the enactment of this ordinance is needed.

RECOMMENDATION: Waive second reading and adopt ordinance

4. APPROPRIATION RESOLUTION

Town Council has previously approved the General Fund Capital Improvement Program for fiscal year 2016-2017 budget. In order to purchase these items in a timely manner, we must borrow the funds via a short term loan. This resolution will allow us to go ahead and purchase items from the list prior to securing the financing terms, and then reimburse the general fund from the loan proceeds when the loan is finalized.

RECOMMENDATION: Adopt resolution

5. RESOLUTION TO APPROVE NEW WATER SALE AGREEMENT WITH ALLEGHANY COUNTY

Adoption of a new sewer agreement in June, 2016 has focused attention on the need for a new water agreement with the County. A formula has been developed which will calculate rates in the future on a consistent basis. The attached agreement and Exhibit A have been negotiated by Town and County staff and will be retroactive to July, 2016.

RECOMMENDATION: Adopt resolution

6. Department Reports

Police Department
Public Library
Public Works Department
Water Treatment Plant
Community Development
Fire Department
Finance Department

RECOMMENDATION: Accept reports

7. REQUEST TO MOVE THE OCTOBER 11, 2016 COUNCIL MEETING

The annual VML Conference will be held in Virginia Beach on October 9-11, 2016. With multiple members of Town Council planning to attend and the travel time that will be required, the Town Council meeting planned for Tuesday, October 11 will be moved to Wednesday, October 12, 2016.

RECOMMENDATION: Reschedule October 11 meeting to October 12

MANAGER'S COMMENTS

UPCOMING EVENTS

CLIFTON FORGE PUBLIC LIBRARY

CON OF THE MOUNTAIN—FRIDAY, SEPTEMBER, 30, 10 AM -5 PM

PRESCHOOL STORY TIME—WEDNESDAY, OCTOBER 19, 2016, 11 AM – 12 PM

“MISS SPIDER’S TEA PARTY” (AGES 3-12)—SATURDAY, OCTOBER 8, 2016, 10:30 – 12 PM

HALLOWEEN PARTY (AGES 3-12)-THURSDAY, OCTOBER 27, 2016, 4-5 PM

CLIFTON FORGE MAIN STREET

DOWNTOWN MARKET—EACH FRIDAY, THROUGH SEPTEMBER 30, 2016, 8 AM – 12:30 PM

CLIFTON FORGE SCHOOL OF THE ARTS

JAMMIN AT THE MILL—FRIDAY, OCTOBER 21, 2016, 7 PM

MASONIC AMPHITHEATRE

CON OF THE MOUNTAIN—FRIDAY & SATURDAY, SEPTEMBER 30 & 31, 2016—FRIDAY, 4 PM-MIDNIGHT, SATURDAY, 10 AM -MIDNIGHT

MASONIC THEATRE

“THE LARRY KEEL EXPERIENCE”—FRIDAY, OCTOBER 7, 2016, 7:30 PM

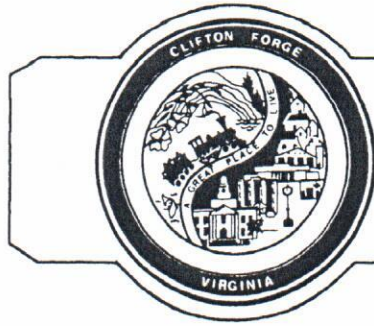
“ROEBUCK”—SATURDAY, OCTOBER 8, 2016, 7:30 PM

PUBLIC COMMENTS

PUBLIC COMMENT

COUNCIL COMMENTS

**CLOSED SESSION – PURSUANT TO SECTION CHAPTER 2.2-3711 A-7
LEGAL & A-1 PERSONNEL**



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**COUNCIL MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
7:00 P.M. TUESDAY, SEPTEMBER 13, 2016
CLIFTON FORGE TOWN COUNCIL CHAMBERS
547 MAIN STREET**

INVOCATION BY DAVID DAVIS

CALL TO ORDER: Mayor Carl Brinkley called the meeting to order at 7:02 pm.

PRESENT: Mayor Carl Brinkley, Vice Mayor Gayle Hillert, Councilwoman Johnette Roberts, Councilman Jeff Irvine, and Councilman Robert Umstead

ALSO PRESENT BUT NOT ON THE ROLL: Darlene Burcham, Town Manager, Angela Carper, Clerk of Council, and David Davis, Town Attorney

PLEDGE OF ALLEGIANCE: Mayor Brinkley led the attendees and council in the pledge of allegiance.

PUBLIC HEARING

FIRST READING AND PUBLIC HEARING OF ORDINANCE FOR PROPOSED SALE OF PROPERTY TO KROGER FOR DEVELOPMENT

Kroger Limited Partnership I, an Ohio limited partnership, has offered to purchase two acres of Town-owned land, bordering Main Street and the soon to be constructed extension of Hickory Avenue, for the sum of \$25,000. The purchase will allow construction of a fuel center with an investment of \$1.4M and employ 6 individuals.

RECOMMENDATION: Authorize the Mayor to execute the sales agreement as provided by the purchaser and approved by the Town Attorney and proceed to second reading of ordinance.

Mayor Brinkley opened the public hearing at 7:06 PM and Angela Carper, Clerk read the ordinance. With no further comments, the Mayor closed the public hearing at 7:07 PM and the ordinance will be presented for second reading and adoption on September 27, 2016.

PRESENTATION

ALLEGHANY HIGHLANDS COMMUNITY SERVICES BOARD'S CRISIS INTERVENTION TEAM PROGRAM—Jonathan Aldridge, Coordinator

Ingrid Barber, Executive Director of the Alleghany Highlands Community Services Board introduced members of the CIT team who were present, to include Jonathan Aldridge, Doug Albright, and Felicia Prescott, and stated that the CIT is being funded by a grant and the hope is to offer training to area law enforcement officers and eventually be able to offer a localized center for evaluation to help ease the officer's involvement in transporting patients or placing them in jail as is the case currently.

Jonathan Aldridge began the presentation by stating that the initiative to form a CIT began in July, 2015. The program is a state-assisted, community-based team made up of citizens, law enforcement officers, mental health, hospital, and judiciary professionals, all working together. He stated that many times when a law enforcement officer is called to a scene they must determine whether the person is showing criminal behavior or having a mental health issue or both and then determine how best to handle the situation. Along with training for everyone involved with the CIT, a facility to be used as an assessment site is planned and part of the things a future grant would provide.

Doug Albright then took over the presentation and explained that the CIT process begins when symptoms of a mental health issue are noticed either by a citizen, family member, coworker, or professional. Once a call to 911 is placed, a CIT trained dispatcher will know to send an officer to the location that is also trained for proper response. Once there, the officer will note the signs present and then be able to use the CIT resources to help get the person the help that they need in a timely manner. Currently, without the CIT procedures in place, a patient may spend as much as 8 hours in the ER before being transferred to another facility, if needed. This not only

causes more stress to that person, but also ties up the law enforcement officer involved with the call for an extended period of time, which takes him away from his normal duties. The hope with the CIT is to have an average turn-around time under 60 minutes.

Jonathan stated there are 28 officers trained currently and more training will be offered when available and at times that can accommodate those needing it. He stated that the state recommends a minimum of 25% of a department's officers be trained and the training is a 40-hour program with dispatchers receiving a minimum of 4 hours. He stated that they hope for a centralized location for an assessment site, which can be donated, leased, or purchased depending upon the grant application, located somewhere in the Valley Ridge area so as to be convenient for all area law enforcement and near the hospital. To date, working with the CSB managed grant, funding has provided for double the number of CIT trained personnel in the Allegheny Highlands. The grant provided an original \$74K and currently \$59K remains.

Councilwoman Roberts stated that she is aware that currently the transport provided by the Police Department requires a lot of time and takes them away from their regular job duties and asked if this program would take over that responsibility. Jonathan stated that it could at some point and that currently all options are being discussed and another possibility could be a rotation among the three area jurisdictions to provide coverage. He stated that there has not been a final decision at this time and much will depend on the grant funding itself. Doug Albright also mentioned that with their CIT program, the city of Radford was able to fund 5 additional deputies and when they are not needed for CIT duties, they are then able to serve papers or provide court security. He stated that the program is very worthwhile, but that the CSB cannot make the program work without the cooperation and support of each of the local governing bodies.

Mayor Brinkley asked if there will be someone with psychiatric training available at the facility at all times. Mrs. Barber stated that it will be a requirement to have a licensed clinician with both a Bachelors and Master's Degree who has completed at least 2000 hours of clinical service. She stated that they will not turn people away if in need, but that the facility will most likely not be staffed 24/7 unless funding from the grant will provide for that in the future and that it still may require some in-kind donations of either time or funding from other sources. She stated that the main goal is to help the community in times of crisis and encouraged anyone interested to attend the shareholders meetings. She thanked everyone for their continued support.

CONSENT AGENDA

1. MINUTES August 23, 2016 Council Meeting

RECOMMENDATION: Approve minutes from August 23, 2016

Motion to approve minutes

Motion made by: Vice Mayor Hillert

Seconded by: Councilwoman Roberts

ROLL CALL VOTE

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	Aye
Councilman Brinkley	Aye

Motion passed: 5-0

ACTION ITEMS

1. REMOVAL OF RAILYARD BUILDINGS

Council has received the structural analysis report on the railyard buildings and the recommendation of the structural engineer that the buildings be removed due to their deteriorated condition and limited value, other than scrap value.

RECOMMENDATION: Authorize the Town Manager to take the necessary steps to prepare for the demolition of the buildings, including removal of asbestos.

Councilman Irvine asked if this would include demolition of the smoke stack. Mrs. Burcham explained that for the benefit of the public the stack will also be demolished because it is unstable and there has been a warning that it could fall. She stated that an effort will be made to preserve as many bricks from the stack as possible in order to

erect some type of monument, marker, or recognition on-site to preserve the history of the original site.

Motion to grant Town Manager authority to take necessary steps to prepare for removal of asbestos and site demolition

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Hillert

ROLL CALL VOTE

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	Aye
Councilman Brinkley	Aye

Motion passed: 5-0

2. ORDINANCE TO ADOPT TOURISM ZONE

The reopening of the Masonic Theatre, coupled with our existing arts and cultural assets, offers new opportunities for tourism related businesses and services in our downtown. One strategy to encourage such economic activity is the creation of a tourism zone as permitted by state code and local incentives granted by the Council on a case by case basis.

The recommended zone for the Town is shown on the attached map. Local incentives would be limited to new or expanded business with an investment of \$150,000 or at least 5 jobs.

RECOMMENDATION: Proceed to second reading

Angela Carper, Clerk of Council, read the ordinance and with no further questions or comments, it will appear for second reading and adoption at the September 27, 2016 Town Council meeting.

3. ORDINANCE ENACTING SECTION 82-21

In order to make it possible for the Commonwealth Attorney to prosecute those who fail to pay parking citation fines within the time allotted, the enactment of this ordinance is needed.

RECOMMENDATION: Proceed to second reading

Angela Carper, Clerk of Council, read the ordinance.

Councilwoman Roberts asked if the time limit given is the standard as she stated she remembered it being as much as 14 days in other localities where she has lived. Dave Davis, Town Attorney, stated that the Police Department generally does provide additional time; however, in order for the court to prosecute someone who does not pay, this ordinance has been requested by the Commonwealth Attorney's office. He stated that our current code does not provide any language in regards to the ability to prosecute if not paid within the allotted time limits.

Councilman Umstead asked Mr. Davis if he knew what percentage of tickets written proceeds to this stage. Mr. Davis stated he did not have an exact amount but it does vary per month.

The ordinance will appear for second reading and adoption at the September 27, 2016 Town Council meeting.

INFORMATION

Alleghany County will be holding a tire amnesty day on Saturday, September 17, 2016.

The Corridor Curb Appeal Committee will be holding a community clean-up day on Saturday, September 24, 2016. All volunteers are welcome and should report to Town Hall by 8 AM that morning.

MANAGER'S COMMENTS

Mrs. Burcham addressed the recent concerns over the condition of Washington Park. She stated that all citizens who attended the previous Council meeting were encouraged to attend the Parks and Trails meetings and advised that there were 4 or 5 people from that group in attendance. She mentioned that Rosalyn Thomas wanted to have a meeting with the community to discuss concerns and things they might like to see included in the plan for the Park and that they were asked to all fill out a survey to gather additional information in regards to their thoughts and interests.

Mrs. Burcham mentioned the dedication for the Historic Marker at the Masonic Theatre and stated that it was a very historic moment with some great speakers telling stories of history throughout the years.

Mrs. Burcham advised that all of the phone calls, Facebook comments, and other concerns in regards to the clock on top of Town Hall not functioning are appreciated. She stated that the problem with the clock is known and it is in the process of being repaired.

Mrs. Burcham provided a briefing on the Broadband grant provided by the Department of Housing and Community Development to study the area and identify the conditions and needs in order to provide the best possible service to the area. A survey was completed by area businesses and citizens and the study is almost complete and in draft form. The report will be presented to the stakeholders at the end of September and provide a number of suggestions as to how to proceed with a pilot program. One citizen recently advised that they may have to move due to the lack of broadband in the area and with the school system beginning to use laptop computers, it makes the issue more important. Preliminary recommendations include the formation of a authority to proceed with additional grants and funding requests with no suggestions to compete with those offering the service in the area. The County has a potential project to add additional cell towers throughout the area which will be helpful to the cause. Another update will be provided at a later date.

Mrs. Burcham will be attending the "Save Our Town Summit" sponsored by Virginia Tech and being held in Blacksburg as a speaker on Thursday, September 15, 2016.

Lastly, Mrs. Burcham mentioned that the crowd for the Original Drifters concert held at the Masonic Theatre seemed to enjoy the show greatly and was a great beginning for the many events to come for the Theatre. She stated she looks forward to the events in the future and to seeing everyone attend.

UPCOMING EVENTS

CLIFTON FORGE PUBLIC LIBRARY

CON OF THE MOUNTAIN—FRIDAY, SEPTEMBER, 30, 10 AM -5 PM

**PRESCHOOL STORY TIME—WEDNESDAYS, SEPTEMBER 21 AND
OCTOBER 19, 2016, 11 AM – 12 PM**

**“MISS SPIDER’S TEA PARTY” (AGES 3-12)—SATURDAY, OCTOBER 8,
2016, 10:30 – 12 PM**

HALLOWEEN PARTY (AGES 3-12)-THURSDAY, OCTOBER 27, 2016, 4-5 PM

CLIFTON FORGE MAIN STREET

**DOWNTOWN MARKET—EACH FRIDAY, THROUGH SEPTEMBER 30,
2016, 8 AM – 12:30 PM**

CLIFTON FORGE SCHOOL OF THE ARTS

**JAMMIN AT THE MILL—FRIDAYS, SEPTEMBER 16 AND OCTOBER 21,
2016, 7 PM**

MASONIC AMPHITHEATRE

**“ALLEGHENY MOUNTAIN STRING PROJECT” & PICNIC AT THE
MASONIC AMPHITHEATRE—SATURDAY, SEPTEMBER 17, 2016, 6 PM**

**CON OF THE MOUNTAIN—FRIDAY & SATURDAY, SEPTEMBER 30 & 31,
2016—FRIDAY, 4 PM-MIDNIGHT, SATURDAY, 10 AM -MIDNIGHT**

MASONIC THEATRE

**“THE LARRY KEEL EXPERIENCE”—FRIDAY, OCTOBER 7, 2016, 7:30 PM
(\$20/\$17/\$15)**

“ROEBUCK”—SATURDAY, OCTOBER 8, 2016, 7:30 PM (\$15/\$12/\$10)

PUBLIC COMMENTS

Steve Swoope addressed Council and the audience to share the latest edition of the Southwest Airlines magazine in which the Masonic Amphitheatre is featured. A copy of the article is available at Town Hall and the Library if interested in viewing.

COUNCIL COMMENTS

Councilman Irvine thanked everyone for coming and thanked the members of the CSB who attended and provided the presentation for the CIT. Mr. Irvine stated that he is discouraged over the decision by Radar to eliminate the service in the area and also with the misinformation that has been reported in the media. He stated that the fault does not lie with the local governments and he feels the time scheduled for the public hearing was also a poor decision that would not allow many to attend. He stated that he hopes the errors are cleared up in the media and that all that can will attend and voice their concern over the loss of the service.

Councilman Umstead thanked everyone for coming and thanked Ingrid Barber for the job she does with the CSB. He stated that he feels the program is a wonderful idea and needed and he is glad to see the work started.

Councilwoman Roberts thanked everyone for coming to the meeting and stated that she would like to echo Councilman Irvine and Councilman Umstead's comments. She stated that she also feels the CIT is needed and can be a very valuable asset to the community. She stated that she had a wonderful time at the Masonic Theatre for the Original Drifters concert and mentioned the Allegheny Mountain String Project concert coming up.

Vice Mayor Hillert thanked everyone and stated that it's been said that the Masonic is one of the 10 best places to hear music! She also thanked Mr. Swoope for getting a copy of the magazine to Mr. Hillert and stated he very much appreciated it.

Mayor Brinkley mentioned the Parks and Trails meeting and stated that he feels it was very constructive and appreciated the public input. He stated that the historic marker for the Masonic was a very significant project. Mr. Brinkley stated that he is glad to see the Broadband project ongoing and stated that he had thought it would have been in the area by this time and is in hopes that it will be in the near future. He thanked everyone for attending and thanked those with the CSB for their presentation and efforts on the CIT program.

**CLOSED SESSION – PURSUANT TO SECTION CHAPTER 2.2-3711 A-7
LEGAL & A-1 PERSONNEL**

Motion made by: Councilwoman Roberts

TIME: 8:08 PM

Seconded by: Councilman Irvine

ROLL CALL VOTE

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	Aye
Councilman Brinkley	Aye

Motion passed: 5-0

Motion to return to open session

TIME: 8:29 PM

Motion made by: Councilman Umstead

Seconded by: Vice Mayor Hillert

ROLL CALL VOTE

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	Aye
Councilman Brinkley	Aye

Motion passed: 5-0

Motion to certify only indicated items were discussed

Motion made by: Councilwoman Roberts

Seconded by: Vice Mayor Hillert

ROLL CALL VOTE

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	Aye
Councilman Brinkley	Aye

Motion passed: 5-0

Council discussed moving the October 11, 2016 meeting to Wednesday, October 12, 2016 due to the VML Conference. The request will appear on the September 27 agenda.

Voting representatives for the VML Conference were nominated as follows:
Carl Brinkley will serve as the Town's voting delegate, with Bob Umstead as the alternate.

Motion to adjourn

TIME: 8:51 PM

Motion made by: Councilman Umstead

Seconded by: Councilwoman Roberts

ROLL CALL VOTE

Councilman Irvine	Aye
Councilman Umstead	Aye
Councilwoman Roberts	Aye
Councilwoman Hillert	Aye
Councilman Brinkley	Aye

Motion passed: 5-0

**ORDINANCE APPROVING
THE SALE OF REAL ESTATE TO
KROGER LIMITED PARTNERSHIP I**

BE IT ORDAINED that pursuant to VA Code Section 15.2-1800 Clifton Forge Town Council agrees to convey to KROGER LIMITED PARTNERSHIP I an Ohio limited partnership, a two-acre parcel of real estate fronting on Main Street in Clifton Forge, Virginia and being part of parcel # C0260-0A-000-0030 for a purchase price of \$25,000.

BE IT FURTHER ORDAINED that the Mayor of Clifton Forge shall be authorized to endorse all documents necessary to transact said sale including a deed of conveyance.

FIRST READING: September 13, 2016

SECOND READING: September 27, 2016

**ORDINANCE ENACTING
A TOURISM ZONE TO
THE CODE OF ORDINANCES FOR THE
TOWN OF CLIFTON FORGE, VA.**

BE IT ORDAINED by Clifton Forge Town Council that the following Ordinance is enacted as follows:

SEC. 27-1. TOURISM ZONE INCENTIVES

- a. **Purpose.** The purpose for creating a tourism zone is to attract more investment and prioritize the zone for tourism development. Qualified new or expanding businesses that are interested in locating in the zone may be eligible for incentives.

- b. **Downtown Business Tourism Zone Created.**

There is hereby established the “Downtown Business Tourism Zone” (DBT) which broadly overlaps the Historic District of downtown Clifton Forge and is designated on the attached map entitled “Map of the Tourism Zone in downtown Clifton Forge, VA.” and is incorporated herein.

- c. **Eligibility Requirements.**

1. **Investment Criteria.** In order to qualify for incentives, new or expanding businesses must make a capital investment of at least \$150,000 or create at least 5 jobs.
2. **Level of Incentives.** The level of incentives is based on the size of the capital investment, the number of jobs created and how the project meets the following areas of interest to the Town of Clifton Forge:
 - a. Increase in local sales tax generation;

- b. BPOL tax generation (BPOL is business, professional and occupational license tax);
 - c. Location within a priority area of the 2013 Comprehensive Plan;
 - d. Connecting to the Town's Pathways Plan;
 - e. Incorporation of public art and performances and/or support of these attractions into the project;
 - f. Sensitivity to environmental issues;
 - g. Historic Preservation.
- d. **Incentives.** The incentive value, for up to a 5 year term, is generated from among the following:
- 1. **BPOL Tax.** BPOL Tax may be reduced or waived.
 - 2. **Performance Grants.** Based on tax revenue generated from meals, lodging, machinery and tools and business personal property taxes as applicable.
 - 3. **Permit fee.** May be reduced or waived.
- e. **Administration and Interpretations.**
- 1. Each project must submit a project description and financial projections, along with an incentive application, to the Town Manager. Once the application is received, the Town of Clifton Forge will review and score each project based on a weighted scale, which addresses the areas of interest described herein. Each project will be given a recommended incentive package, which will include the amount and duration of the incentive package.

2. The Town Manager, or designee, shall draft a performance agreement for applicants that qualify for incentives.
3. Performance agreements shall specify all incentives that are to be authorized and may include conditions of approval, such as, but not limited to, requirements that the applicant maintain certain hours of operation or site improvement requirements.
4. Incentives are not authorized until a performance agreement is approved by Town Council, and nothing herein shall be interpreted to require or obligate the Town to approving any incentives until a performance agreement is approved by Town Council.
5. Town Council may revoke, reduce, or suspend incentives after approval of the performance agreement if the conditions, or other term, of the performance agreement are not complied with.

FIRST READING September 13, 2016

SECOND READING September 27, 2016

**ORDINANCE ENACTING
SEC. 82-21 TO
THE CODE OF ORDINANCES OF THE
TOWN OF CLIFTON FORGE, VA.**

BE IT ORDAINED by the Town Council of Clifton Forge that Sec. 82-21.
is enacted as follows:

SEC. 82-21. ENFORCEMENT OF CONTESTED PARKING CITATIONS.

If a parking citation is not paid within five days of receipt, the division of police shall notify the violator by mail at his last known address or at the address last shown for such violation on the records of the State Department of Motor Vehicles and such Notice shall advise the violator that he pay the fine assessed for uncontested payment of parking citations within 7 days of receipt of such Notice.

Upon failure of the violator to pay the uncontested fine within 7 days of receipt of such Notice, the appropriate law enforcement officer may issue or cause to be issued a summons in the appropriate court.

FIRST READING September 13, 2016

SECOND READING September 27, 2016

RESOLUTION OF THE
TOWN OF CLIFTON FORGE, VIRGINIA

Official Intent to Reimburse Expenditures with Proceeds of a Borrowing

WHEREAS, the Town Council of the Town of Clifton Forge (the "Town"), a Town formed and existing under the laws of the Commonwealth of Virginia is authorized and empowered, pursuant to Article VII, Section 10 of the Constitution of the Commonwealth of Virginia (the "Constitution"), and Title 15.2, Chapter 26 of the Code of Virginia of 1950, as amended (the "Public Finance Act"), to acquire, construct, reconstruct, operate and maintain any public improvement for which it is authorized by law to appropriate money and to issue its bonds to pay all or a part of the same or to carry out its other purposes; and

WHEREAS, the Town has determined its intent to reimburse expenditures with proceeds of a borrowing; and

WHEREAS, the Town intends to acquire, construct and equip the Projects described in Exhibit A attached hereto (collectively, the "Projects"); and

WHEREAS, plans for the Projects have advanced and the Town has been or contemplates advancing its own funds to pay expenditures and expects to continue advancing its own funds to pay expenditures related to the Projects (the "Expenditures") prior to incurring indebtedness and to receive reimbursement for such Expenditures from proceeds of tax-exempt bonds or taxable debt, or both;

NOW, THEREFORE, be it resolved by the Town Council of the Town of Clifton Forge, Virginia that:

1. The Town intends to utilize the proceeds of tax-exempt bonds or the Town's bond given in connection therewith (the "Bonds") or to incur other debt, to pay some or all of the costs of the Projects in an amount not currently expected to exceed \$221,000.
2. The Town intends that the proceeds of the Bonds be used to reimburse the Town for Expenditures with respect to the Projects made on or after the date that is no more than 60 days prior to the date of this Resolution. The Town reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Bonds or other debt.
3. Each Expenditure was or will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Town so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Town.

4. The Town intends to make a reimbursement allocation, which is a written allocation by the Town that evidences the Town's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Projects is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. Periodic requisitions of funds will constitute the Town's written allocation. The Town recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction of at least five years.

5. The Town intends that the adoption of this resolution confirms the "official intent" within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. This resolution shall take effect immediately.

Council Members absent _____

Votes For _____

Votes Against _____

Abstentions _____

CERTIFICATION

The undersigned clerk of the Town Council of the Town of Clifton Forge, Virginia does hereby certify that the foregoing is a true, complete and correct Resolution adopted by a vote of a majority of the elected members of the Town Council of the Town of Clifton Forge, Virginia present at a regular meeting of the Town Council of the Town of Clifton Forge, Virginia duly called and held September 27, 2016, at which a quorum was present and acting throughout, and that the same has not been amended or rescinded and is in full force and effect as of the date of this certification, September 27, 2016.

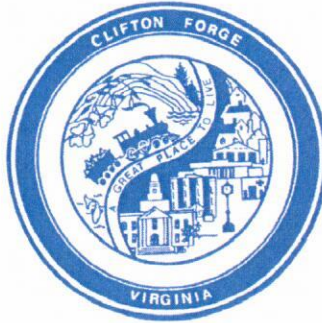
Clerk of Town Council,
Town of Clifton Forge, Virginia

(SEAL)

EXHIBIT A

General Fund Capital Improvement Program as approved with the FY2016-2017 Budget:

Police Department – Building Repairs	\$40,000
Leaf Machine	45,000
Rt 60 Stormwater Pipe Replacement	69,000
Storm Drain Inspection Program	20,000
Pick up Truck with plow	35,000
X-Mark Mower	12,000
<i>Total General Fund</i>	\$221,000



RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CLIFTON FORGE,
VIRGINIA

At a regular meeting of the Town Council of the Town of Clifton Forge, Virginia duly called and held at the Council Meeting Room of the Town Hall of Clifton Forge, Virginia, at 7:00 p.m. on September 27, 2016.

MEMBERS:

Carl Brinkley, Mayor
Gayle Hillert, Vice Mayor
Jeff Irvine
Johnette Roberts
Robert Umstead

VOTE:

On motion of _____, seconded by _____, the following resolution was adopted:

BE IT RESOLVED that the Town Council of the Town of Clifton Forge, Virginia approves the agreement entitled "Water Sale Agreement" (the "Agreement") dated as of July 1, 2016 between the Town of Clifton Forge and Alleghany County, Virginia, the form of which was submitted to this meeting.

BE IT FURTHER RESOLVED that the Council authorizes Mr. Carl Brinkley, Mayor, to sign and deliver the Agreement on behalf of the Town.

A COPY TESTE:

Angela Carper, Clerk of Council

**CLIFTON FORGE
POLICE DEPARTMENT**

**** Monthly Report ****

AUGUST 2016

	August '15	'15 YTD	August '16	'16 YTD
ADULT CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	2	58	3	32
MISDEMEANOR	25	182	10	175
JUVENILE CRIMINAL ARRESTS	*****	*****	*****	*****
FELONY	0	2	0	0
MISDEMEANOR	1	8	2	2
TRAFFIC SUMMONS ISSUED	7	226	8	89
PARKING VIOLATIONS	7	251	10	254
COMPLAINTS RESPONDED TO	427	3,301	367	2,787
PUBLIC WORKS COMPLAINTS	14	121	6	84
CITIZENS/BUSINESS REQUEST-CHECK LIST	764	5,725	637	4,320
BURGULAR ALARMS PROCESSED	4	64	7	47
ACCIDENT INVESTIGATED	5	37	6	35
REQUEST TO UNLOCKED MOTOR VEHICLES	20	97	11	116
REQUEST TO UNLOCK HOMES / BUSINESSES	0	0	0	0
ESCORTS PROVIDED	12	94	9	98
COURT DOCUMENTS PROCESSED	52	419	32	356
UNSECURED PROPERTY	17	82	8	88
MILES TRAVELED BY DEPARTMENT	4,911	44,400	6,203	43,494
TRANSPORTS	*****	*****	*****	*****
TO REGIONAL JAIL	*****	*****	*****	*****
Number of transports	14	69	5	47
Total Mileage	291	1,491	115	1,065
Man-hours	16hours 35mins	68hrs 47mins	4 hours 40mins	47hrs 7mins
TO MENTAL FACILITY				
Number of Transports	6	51	3	35
Total Mileage	274	3,192	682	2,578
Man-hours	27hours 48mins	160hrs 14mins	23hrs 8mins	127hrs 5mins
	*****	*****	*****	*****
ANIMAL CONTROL				
COMPLAINTS RESPONDED TO	59	283	46	392
ANIMALS PLACED IN SHELTER	15	60	12	94
DOGS	1	9	3	20
CATS	14	51	9	74
SUMMONS ISSUED	2	6	0	10
ANIMAL BITES INVESTIGATED	3	10	2	14
ANIMALS RETURNED TO OWNER	1	5	0	6
DOGS	1	5	0	6
CATS	0	0	0	0
OTHER	0	0	0	0
ANIMALS RETURNED TO THE WILD	6	17	4	9

Investigation Report

This report represents criminal investigations conducted by the Clifton Forge Police Department. To date for the month of August the Police Department has initiated fourteen(14) criminal investigations. Three (3) cases were carried over from the previous month. This brings to a total seventeen (17) criminal investigations that have been active between August 1, 2016 and August 31, 2016.

Criminal cases carried over from previous months:

Break and Enter – 1 Petit Larceny- 2

Criminal cases initiated in August:

Runaway- 2 Narcotics- 2
Petit Larceny- 3 Vandalism- 3
Missing Juvenile- 1 Computer Fraud- 1
Death Investigation- 1 Shoplifting- 1

Criminal cases cleared in August:

Runaway- 2 Narcotics- 2
Petit Larceny- 3 Missing Juvenile- 1
Computer Fraud- 1 Death Investigation- 1
Shoplifting- 1

These numbers represent the investigations opened. Some investigations may generate multiple charges against multiple defendants. Other cases may not result in any arrest due to prosecution being declined by the Commonwealth Attorney and/or the victim. For an accurate count of arrests, please see page 2 of the monthly report.

The clearance rate for criminal investigations during the month of August was 78.57%. Some of these cases, while being cleared, have not generated an arrest yet due to the Commonwealth Attorney holding the charges for Grand Jury Indictment.

Adult Arrests

Criminal Arrests – Felony

1	Assault & Battery P.O.	1	Breaking & Entering
1	Capias Served		

Criminal Arrests – Misdemeanor

1	Destruction of Property	4	Disorderly Conduct
1	Fail to Pay Parking Ticket	2	Petit Larceny
1	Possession Schedule 3 Drug	1	Possession of Marijuana

Traffic Enforcement

1	Expired Registration	1	Fail to Maintain Control
1	Improper Backing	1	Improper Stopping
1	No State Inspection	3	Speeding

Juvenile Arrests

Criminal Arrests – Felony

None Reported

Criminal Arrests – Misdemeanor

1	Disorderly Conduct	1	Resist Arrest
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Cases of interest:

On August 1, 2016 Sgt. L.V. Hipes responded to the ABC store to take a report on a shoplifting that had occurred earlier in the day. Upon Sgt. Hipes' arrival he spoke with the store manager, who requested that he look at a security video in an attempt to identify a shoplifter. Sgt. Hipes viewed the video and immediately recognized the suspect. Sgt. Hipes continued to view the video and saw the suspect conceal a bottle of Canadian Mist in his pocket then exit the store.

Sgt. Hipes went before the magistrate and obtained an arrest warrant on the suspect for Shoplifting. The suspect was arrested and processed without incident.

On August 7, 2016 Sgt. D.L. Carter was approached by a subject that owns property in the 1000 block of Commercial Ave... The subject wanted to report that between the hours of 10:00 a.m. on August 6, 2016 and 3:45 p.m. on August 7, 2016 someone had entered the property and removed items. The resident of the property was incarcerated at the time. Sgt. Carter spoke with the resident by phone and was able to verify that no one else was supposed to be in the residence. Sgt. Carter also confirmed that two McCulloch chain saws were missing along with other items.

Sgt. Carter developed a suspect in the burglary and requested assistance from Botetourt Sheriff's Office in locating her. The suspect was located in Botetourt and admitted to Botetourt deputies that she had been at the residence the night before but denied entering the residence or taking any items. The suspect was instructed to get in touch with Sgt. Carter. At this time the suspect has refused to cooperate with the investigation. Additional information has been obtained and the matter will be presented to the next Grand Jury.

On August 9, 2016 a purse was turned into the Clifton Forge Police Department as having been found on the Hardee's parking lot. Lt. R.L. Paxton inventoried the purse, pursuant to department policy, and found a baggy containing marijuana inside the purse. Other items in the purse included an identification card. The suspected owner was contacted and came to the police

department to identify the purse. After identifying the purse as hers, she was questioned about the marijuana and admitted ownership of it. She was then charged with possession of marijuana.

On August 9, 2016 Officer T.P. Ledford responded to the 500 block of Rose Ave. to take a larceny report. Upon his arrival he spoke with the victim who stated that she suspected a former roommate had broken into her house and stolen some groceries and alcohol. Officer Ledford photographed the scene and obtained a written statement from the victim. During the investigation evidence was obtained against the suspect and charges were placed for breaking and entering and destruction of property. The suspect was arrested without incident.

Clifton Forge Public Library

Director's Report

August 2016

The month of August remained a slower time as many groups and governmental entities continued summer breaks. The Armstrong Community Meeting room had 133 people attending various meetings and special programs. Salem/Alleghany Highlands General Education [GED] classes resumed in August after taking the month of July off. The Library Quilters did not meet in August. Threadbenders met on their regular schedule. Appalfolks held its monthly board meeting as well as the songwriting and poetry workshop led by Ray Allen. The Brown Bag Book Club did not meet in August. Town Manager Darlene Burcham conducted a "Curb Appeal" meeting. Congressman Morgan Griffith's representative and the representative of the Virginia Employment Commission made their normal monthly visits. The Library Board did not meet in August. The Friends of the Library returned from their summer break for a regularly scheduled meeting. The Friends of the Library and Library Board hosted a special presentation by new Board member Joan Vannorsdall on the recently published book on the historic Masonic Theatre titled "What's Your Story?" A special back to school event was held with special guest Donna Loan from Alleghany Public Schools. In addition, the director and Iris Gilbert made a monthly visit to Scott Hill Retirement where residents checked out 203 books.

The Con of the Mountain planning committee held four very productive meetings to finalize plans for this year's Con of the Mountain. Jack Berberette oversaw the development of a Con of the Mountain comic book. Jack reached out to illustrator and comic artist Ammar Al Chalabi and comic writer Chris Welsh. The result was a fun story with amazing artistic work

telling the story of our disparate Con of the Mountain heroes uniting to defeat the dragon of Illiteracy. Role playing game legend and literacy advocate Frank Mentzer reached out to two publishing companies on our behalf for a donation of books. The result was a commitment of more than one thousand books to be donated. The books will be given away as part of our Novel Adventure Book Giveaway. Every person who sits down to play a game at Con of the Mountain will be given a book based on the genre of the game they are playing. The Alleghany Highlands Arts and Crafts Center joined in the fun with a commitment to host a non-con gaming evening with traditional card and board games for those who are waiting for role playing game enthusiasts to finish their sessions or simply enjoy more traditional games. The Alleghany Arts and Crafts Center will also have a special display of costumes provided by Ruth Hartman.

FY2017	Jul-16	August	September	October	November	December	January	February	March	April	May	June	Cum FY 17
Donations	\$0.00	\$0.00											\$0.00
Book Sales	\$4.00	\$12.00											\$16.00
Fax Charges	\$150.00	\$180.00											\$330.00
Fines	\$215.13	\$212.64											\$427.77
Replace book	\$9.00	\$19.00											\$28.00
Replace card	\$18.00	\$22.00											\$40.00
Non-Reside	\$0.00	\$0.00											\$0.00
Print-outs	\$81.87	\$230.21											\$312.08
Total	\$479.00	\$675.85											\$1,154.85
FY 2016	Jul-15	August	September	October	November	December	January	February	March	April	May	June	Cum FY 16
Donations	\$100.00	\$100.00	\$0.00	\$200.00	\$677.50	\$300.00	\$150.00	\$200.00	\$100.00	\$100.00	\$275.00	\$100.00	\$2,302.50
Book Sales	\$12.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$22.00	\$2.00	\$9.00	\$10.00	\$20.00	\$5.00	\$90.00
Fax Charges	\$170.50	\$160.00	\$190.00	\$140.00	\$130.00	\$125.00	\$150.00	\$150.00	\$185.00	\$185.00	\$200.00	\$140.00	\$1,925.50
Fines	\$188.70	\$196.75	\$236.52	\$163.65	\$173.00	\$210.00	\$196.60	\$290.40	\$194.62	\$226.65	\$171.60	\$237.96	\$2,486.45
Replace Car	\$16.00	\$18.00	\$24.00	\$12.00	\$12.00	\$16.00	\$24.00	\$20.00	\$28.00	\$18.00	\$14.00	\$22.00	\$224.00
Lost Books	\$0.00	\$0.00	\$51.18	\$0.00	\$0.00	\$0.00	\$40.00	\$8.40	\$17.95	\$32.95	\$51.00	\$31.49	\$232.97
Non-Reside	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print-outs	\$105.20	\$103.40	\$134.95	\$78.00	\$82.75	\$68.75	\$99.40	\$76.95	\$143.58	\$98.50	\$151.55	\$77.96	\$1,220.99
Total	\$592.40	\$578.15	\$646.65	\$593.35	\$1,075.25	\$719.95	\$682.00	\$747.75	\$678.15	\$671.10	\$883.50	\$613.71	\$8,481.96

Library ITEMS checked out & categorized by Patron Code (Geographic area & patron type)													
FY 2017	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 17
CF Adult	1365	1470											2835
CF Juvenile	657	463											1120
Allegh. Adult	815	915											1730
Allegh. Juv.	64	35											99
NR Adult	123	78											201
NR Juvenile	62	42											104
# ITEMS Out	3115	3003											6118
FY 2016	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 16
CF Adult	2156	1417	1499	1497	1355	1375	1427	1377	1345	1319	1443	1595	17805
CF Child	512	279	357	556	391	430	396	334	356	313	298	524	4746
Allegh. Adult	1248	1017	893	768	705	838	799	951	900	780	921	1074	10894
Allegh. Juv.	120	93	67	44	41	47	41	16	56	44	69	99	737
NR Adult	182	154	108	109	125	73	91	111	160	110	82	172	1477
NR Juv.	87	76	56	50	16	16	12	10	1	2	2	57	385
# Items Out	4305	2986	2980	3024	2633	2779	2766	2799	2818	2672	2815	3521	36098
Number of PATRONS checking out library materials; categorized by geographic area & patron type													
FY 2017	July	August	Sept.	October	November	December	January	February	March	April	May	June	Cum FY 17
CF Adult	194	211											405
CF Juvenile	53	48											101
Allegh. Adult	124	134											258
Allegh. Juv.	13	5											18
NR Adult	23	21											44
NR Juvenile	5	3											8
Total Patron	412	418											830
FY 2016	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 16
CF Adult	217	202	176	188	191	198	194	188	191	189	180	210	2324
CF Juvenile	40	42	40	39	36	37	38	27	31	28	38	48	444
Allegh. Adult	134	138	140	131	119	120	134	146	125	113	128	145	1573
Allegh. Juv.	20	18	9	9	11	15	15	7	6	6	14	14	144
NR Adult	24	16	25	22	19	19	18	18	26	17	20	23	247
NR Juv.	10	12	8	4	1	3	4	2	3	1	1	5	54
Total Patron	444	426	396	393	380	395	403	385	382	354	378	442	4778

Borrower counts, circulation trans.													
FY 2017	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 17
Borrowers	412	418											830
New Regist	23	42											65
Transaction	6366	6256											12622
W/ff	68	36											104
W/drawn b	8	585											593
PAC Login	51	34											85
W/D Patron	6	2											8
Computer l	549	534											1083
E-book Cir	161	168											329
FY 2016	July	August	September	October	November	December	January	February	March	April	May	June	Cum FY 16
Borrowers	444	426	396	393	380	395	403	385	382	354	378	442	4778
New Regist	47	28	34	43	46	36	34	27	20	17	50	37	419
Transaction	6200	5760	6123	6340	5245	5316	5407	5693	5630	5392	5342	6697	69145
W/ff	48	56	52	80	55	63	56	67	53	60	50	62	702
Withdrawn	490	198	694	1070	1018	2	7	1182	378	471	39	26	5575
PAC Login	60	57	25	31	43	42	36	25	61	31	31	53	495
W/D Patron	26	44	6	6	5	6	4	2	18	11	5	8	141
Computer l	682	664	616	777	615	627	617	587	595	588	552	628	7548
E-book Cir	142	138	156	154	160	163	168	152	148	156	160	192	1889
NEW TITLES ADDED													
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum 16/17
FY 2017	188	290											
FY 2016	149	205	162	214	194	223	184	189	215	139	190	240	2304
MICHAEL ARMSTRONG COMMUNITY MEETING ROOM ATTENDANCE													
FY 2017	Jul. 2016	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum FY 17
	167	133											
FY 2016	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Cum FY 16
	82	134	326	370	193	225	235	318	366	259	203	182	2893

PUBLIC WORKS REPORT... AUGUST 2016

With summer coming to an end we find that the weather apparently had different ideas, heat wave after heat wave, extremely hot and humid with little to no rain. We are continuing to water the flower baskets six days a week and providing plant food twice a week.

There were no sanitary sewer overflows in August.

Although little league ball season ended, the ballfield at Linden Park was still used extensively for practice by a local traveling softball team. Football goal posts have been installed and Memorial Field set up for the upcoming football season.



The historic designation sign for the Masonic Theatre has arrived and will be installed in September.

In the Booker T. Washington Park, the tennis court fence and netting were removed, the

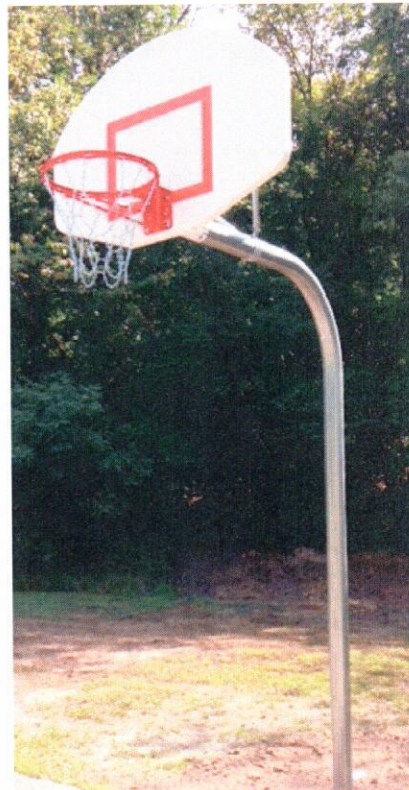
asphalt court was repaired and sealed. At the request of the park users, the volleyball post and netting have been moved to the side of the park as they were not being used. Also the existing basketball goal posts were removed from the remaining basketball court and new goals and baskets were installed. Work is starting in the restrooms.



Fence removal at the old tennis court in the Booker T Washington Park



Installing new basketball goals, backboards and nets.



There were no additional sidewalk repairs done in August, other than the sidewalk on Gardner Street that was removed to install the new water line. Sidewalk crews are scheduled to return in October to continue sidewalk repairs in the area of 815

McCormick Blvd. This walk area was deferred from last year. We will then return to Roxbury Street to repair mainly trip hazards in the 200 and 300 blocks.

Sign repairs, replacement and new installations are continuing with the current focus along Roxbury Street.

Since CSX Railroad has started installing their fence line to protect both our and their properties, we have installed a gate and signed our entrance to secure our property from trespassers.



We are continuing to monitor water usage by the county to insure that short or under billing had not occurred earlier when the water meter on the west end of town malfunctioned.

The sewer crew now has four lateral requests to complete. We plan on getting these installed as soon as we can. The crew continued cleaning sewer mains in an attempt prevent blockages or issues.

DEQ has given an indication that our existing Administrative Order will be closed out and a new Administrative Order requiring removal of I & I in the CSX sewer line is being considered if funding is available to correct.

There were two burials in August.

Bids for the water main replacement project that includes Church Street from McCormick to Commercial and McCormick from Church Street to Pine Street have been received. The bids ranged from \$178,000 to well over \$500,000. We are currently negotiating with the low bidder in an attempt to further reduce the final project cost. If all goes well, the project should be awarded and work started in the coming month.

We had several water break calls, Church Street, Jefferson Avenue, the alley near Tremont and Commercial. Work on repairing the water line on Gardner and the alley between Gardner and Prospect Walk continued. In the end, we replaced over 300 feet of defective galvanized water lines.



Water line repair Gardner Street and the alley between Gardner and Prospect Walk.



On Bryant Street, we discovered that one of our fire hydrants had been damaged in a hit and run accident. Whoever hit the hydrant stood it back up so it was not apparent that the hydrant had been hit. We had the police investigate to no avail. Even posting a sign requesting any information concerning the hit and run which did not provide any leads. The hydrant has since been placed back in service.



The requirement to mark Miss Utility tickets continues to remain high as do calls to check resident meters due to perceived high water usage.

Asphalt paving of potholes and the patching utility trenches was done.





In Town Hall, we have completed all remaining work in the back three offices for the Police Chief and officers. A radiator cover was built, the counter top refinished and the floating floor tiles installed.

Submitted by Earl LaBonte, Public Works Director

MONTHLY REPORT
August

DEPARTMENT	WEEK	OT HOURS	MEN	COMMENTS
CEMETERY	8/1 - 8/7/2016	0	0	Closed grave @CHC on a Sunday (5 hrs.).
	8/8 - 8/14/2016	0	0	
	8-15 - 8/21/2016	5	2	
	8-22 - 8/28/2016	0	0	
		5	2	
SEWER I & I	8/1 - 8/7/2016	0	0	Called out twice for a sewer back up @518 Court. On 8/23 it was on private property and on 8/28 the backup was on the town (8 hrs.). Was called out by Columbia Gas to check a broken sewer line on Rose (2 hrs.). Called out to check a broken cleanout cap on Upper Roxbury (2 hrs.).
	8/8 - 8/14/2016	6	2	
	8-15 - 8/21/2016	0	0	
	8-22 - 8/28/2016	6	3	
		12	5	
WATER	8/1 - 8/7/2016	7.5	3	Cleaned up water ditch line, removed trees, graded & put down grass seed on Gardner St. (1.5 hrs.). Called out to cut off 405 Verge St. because of a leak (2 hrs.). Called out for a water leak @314 McCormick Blvd. (2 hrs.). Called out to check the pipe that was leaking under the bridge on River St. (4 hrs.). Received a call from Columbus Gas for a water service break on Rose (2 hrs.). Called out for a possible water break on Jefferson. When PW got there it was only the water tank over flowing (2 hrs.). Called out for a water leak on Rose (2 hrs.). Excavated water leak on Gardner (1 hr.). Monthly water cut offs (.5 hrs.). Called out to fill in a felled road hazardous utility cut on Keswick (2 hrs.). Monthly meter reading (1.5 hrs.).
	8/8 - 8/14/2016	4	1	
	8-15 - 8/21/2016	5	1	
	8-22 - 8/28/2016	4	3	
		20.5	8	
BLDGS/GRDS	8/1 - 8/7/2016	0	0	Removed trees & filled in around poles @Washington Park (6 hrs.).
	8/8 - 8/14/2016	0	0	
	8-15 - 8/21/2016	0	0	
	8-22 - 8/28/2016	6	3	
		6	3	
STREETS	8/1 - 8/7/2016	2	1	Watering flowers on a Sunday (7 hrs.).
	8/8 - 8/14/2016	3	1	
	8-15 - 8/21/2016	2	1	
	8-22 - 8/28/2016	0	0	
	Total	7	3	
TOTALS		50.5		

MONTHLY REPORT
FY14 - FY16

DEPARTMENT	2014	OT HOURS	DEPARTMENT	2015	OT Hours	DEPARTMENT	2016	OT Hours
CEMETERY	January	1	CEMETERY	January	13	CEMETERY	January	2
	February	0		February	10		February	0
	March	6		March	12		March	4.5
	April	0		April	0		April	12.53
	May	0		May	0.5		May	0
	June	3.5		June	4.5		June	0
	July	2		July	2		July	0
	August	0		August	0		August	5
	September	0		September	2		September	0
	October	4		October	1.5		October	0
	November	1.5		November	0		November	0
	December	10		December	0		December	0
	Total	28		Total	45.5		Total	24.03
SEWER/I & I	January	4.5	SEWER I & I	January	1	SEWER I & I	January	15.5
	February	3.5		February	5.5		February	6
	March	13		March	19		March	12.5
	April	4		April	21.5		April	8.5
	May	2		May	0		May	50.5
	June	2		June	1		June	2
	July	0.5		July	0		July	10
	August	5		August	23		August	12
	September	3.5		September	18		September	0
	October	2		October	28.5		October	0
	November	7.5		November	21.5		November	0
	December	0		December	21		December	0
	Total	47.5		Total	160		Total	117
WATER	January	28	WATER	January	0	WATER	January	22.5
	February	33.5		February	12.5		February	39
	March	15.75		March	8		March	14.5
	April	10		April	16		April	34
	May	0.5		May	0		May	28.5
	June	13		June	0.5		June	2
	July	1.5		July	0		July	9.5
	August	20		August	13		August	20.5
	September	1		September	4		September	0
	October	17.5		October	0		October	0
	November	9.5		November	6		November	0
	December	3		December	4		December	0
	Total	153.25		Total	64		Total	170.5
BLDGS/GRDS	January	4	BLDGS/GRDS	January	1	BLDGS/GRDS	January	4
	February	0		February	0		February	7
	March	1.5		March	1		March	0
	April	1		April	2		April	0
	May	0		May	0		May	0
	June	2		June	4.5		June	0
	July	0		July	0		July	2
	August	0		August	4		August	6
	September	1		September	0		September	0
	October	3		October	0		October	0
	November	0		November	28.5		November	0
	December	0		December	7.5		December	0
	Total	12.5		Total	48.5		Total	19
STREETS	January	11.5	STREETS	January	3	STREETS	January	183
	February	122		February	189.5		February	80
	March	22		March	28.5		March	8.5
	April	16.5		April	19		April	15
	May	4		May	0		May	2.5
	June	2		June	0		June	17
	July	0		July	0		July	8
	August	8		August	19.5		August	7
	September	0		September	8.5		September	0
	October	51.5		October	64		October	0
	November	6.5		November	2		November	0
	December	2		December	15		December	0
	Total	246		Total	349		Total	321
ADMIN	January	0	ADMIN	January	0	ADMIN	January	0
	February	0		February	0		February	0
	March	0		March	0		March	0
	April	0		April	0		April	0
	May	0		May	0		May	0
	June	0		June	0		June	0
	July	0		July	0		July	0
	August	0		August	0		August	0
	September	0		September	0		September	0
	October	0		October	0		October	0
	November	0		November	0		November	0
	December	0		December	0		December	0
	Total	0		Total	0		Total	0

MONTHLY REPORT
FY14 FY15
Community Service Workers Dollar Saved

2014	# DAYS	# COMMUNITY SERVICE	# HOURS	\$ SAVED	2015	# DAYS	# COMMUNITY SERVICE	# HOURS	\$ SAVED	2016	# DAYS	# COMMUNITY SERVICE	# HOURS	\$ SAVED
January	13	2	106	\$848.00	January	13	6	201	\$1,608.00	January	8	2	76	\$608.00
February	17	3	180	\$1,440.00	February	1	1	8	\$64.00	February	14	2	144	\$1,152.00
March	19	6	235	\$1,880.00	March	12	4	114	\$912.00	March	14	2	152	\$1,216.00
April	23	5	472	\$3,776.00	April	8	1	55	\$440.00	April	20	3	328	\$2,624.00
May	21	5	364.5	\$2,916.00	May	14	2	112	\$896.00	May	17	4	299	\$2,392.00
June	15	7	254	\$2,032.00	June	11	3	88	\$704.00	June	14	1	112	\$896.00
July	19	9	334	\$2,672.00	July	3	1	24	\$192.00	July	8	1	64	\$512.00
August	20	8	310	\$2,480.00	August	5	2	44	\$352.00	August	15	3	133	\$1,064.00
September	19	4	256	\$2,048.00	September	13	3	87.5	\$700.00	September				\$0.00
October	25	4	271.5	\$2,172.00	October	21	1	191	\$1,528.00	October				\$0.00
November	12	4	108	\$864.00	November	4	1	30	\$240.00	November				\$0.00
December	18	6	212	\$1,696.00	December	4	2	32	\$256.00	December				\$0.00
Total	221	63	3,103	\$24,824.00	Total	109	27	986.50	\$7,892.00	Total	110	18	1,308	#####

*Used \$8.00 per hour

MONTHLY REPORT
FY14-FY16
Solid Waste

TYPE	2014	Trips	Pounds	Tons	Type	2015	Trips	Pounds	Tons	Type	2016	Trips	Pounds	Tons
Bulk	January	4	8,080	4.04	Bulk	January	7	8,180	4.09	Bulk	January	1	1,120	0.56
	February	4	3,140	1.57		February	4	8,140	4.07		February	5	8,180	4.09
	March	7	12,380	6.19		March	4	4,620	2.31		March	11	14,360	7.18
	April	18	41,400	20.7		April	16	22,360	11.18		April	14	21,560	10.78
	May	15	40,000	20		May	8	12,828	6.41		May	10	11,020	5.51
	June	20	41,060	20.53		June	12	21,960	10.98		June	5	7,100	3.6
	July	20	37,080	18.54		July	8	14,300	7.15		July	12	9,400	4.7
	August	13	27,000	13.5		August	6	10,280	5.14		August	12	15,400	7.7
	September	27	54,200	27.1		September	9	19,680	9.84		September			
	October	8	15,760	7.88		October	7	6,260	3.13		October			
	November	0	0	0		November	4	5,660	2.83		November			
	December	4	7,880	3.94		December	7	10,560	5.28		December			
	Total	140	287,980	143.99		Total	92	144,828	72.41		Total	70	88,140	44.12
Brush	January	3	2,660	1.33	Brush	January	3	5,940	2.97	Brush	January	0	0	0
	February	0	0	0		February	1	1,420	0.71		February	1	860	0.43
	March	3	6,340	3.17		March	4	5,460	2.73		March	10	19,530	9.77
	April	15	33,280	16.64		April	17	35,249	17.62		April	21	28,680	14.34
	May	7	15,900	7.95		May	13	21,920	10.96		May	15	25,440	12.72
	June	2	6,420	3.21		June	12	17,840	8.92		June	15	27,350	13.68
	July	7	10,600	5.3		July	13	25,670	12.84		July	23	51,220	25.61
	August	9	10,960	5.48		August	14	17,880	8.94		August	14	20,880	10.44
	September	5	9,080	4.54		September	14	20,090	10.05		September			
	October	8	11,920	5.96		October	10	14,060	7.03		October			
	November	0	0	0		November	3	3,420	1.71		November			
	December	8	16,400	8.2		December	8	15,760	7.88		December			
	Total	67	123,560	61.78		Total	112	184,709	92.36		Total	99	173,960	86.99
*Other	January	5	19,960	9.98	*Other	January	6	7,060	3.53	*Other	January	0	0	0
	February	0	0	0		February	0	0	0		February	1	4,160	2.08
	March	2	11,020	5.51		March	0	0	0		March	1	3,660	1.83
	April	6	12,380	6.19		April	4	14,420	7.21		April	0	0	0
	May	19	46,720	23.36		May	1	1,660	0.83		May	3	3,620	1.81
	June	2	5,880	2.94		June	1	2,040	1.02		June	1	2,400	1.2
	July	1	1,180	0.59		July	8	11,620	5.81		July	0	0	0
	August	8	13,300	6.65		August	0	0	0		August	2	4,220	2.11
	September	8	47,040	23.52		September	4	5,480	2.74		September			
	October	8	35,120	17.56		October	2	1,500	0.75		October			
	November	0	0	0		November	1	1,480	0.74		November			
	December	2	4,100	2.05		December	1	1,760	0.88		December			
	Total	61	196,700	98.35		Total	28	47,020	23.51		Total	8	18,060	9.03

*Cutting trees down on Gardner on August 1, 2016

Monthly Operations Report

Town of Clifton Forge Water Treatment Plant

Bobby Irvine, Plant Manager

Travis Puetz has transferred to the Water Treatment Plant from the Town's Public Works Department. Travis assumed his Operator Trainee duties here on September 6th and plans to begin the operator certification process as soon as possible.

The upper reservoir cleaning has been completed and the plant is once again utilizing it for our raw water supply. JJ's Contracting performed the dredging operation and did an outstanding job over a three day period in early September.

The Lead and Copper samples have all been collected and will be shipped to REIC Laboratories for testing on September 19th. I would like to thank all of the participants who submitted samples this year. Your help and cooperation are greatly appreciated.

Two engineers from Gannett Fleming conducted an extensive dam inspection earlier this month, both lower and upper dams were evaluated. Their reports will be available in the near future.

Once again, I would like to remind our water customers that we are here to assist you with questions or concerns pertaining to your drinking water. Our mission statement goals of "consumer safety, consumer awareness and consumer service" have always been our standards of operation.

Your safety as a water customer is paramount, this will never be compromised and neither will your right to know. In addition, we strive to serve you in an efficient and professional manner, so please let us know about any questions or concerns you might have about your drinking water.

All of our regulatory testing yielded satisfactory results and no consumer complaints have been logged over the last 30 days

Department of Community Development Monthly Report August 2016

This month there were 11 violations of Town ordinances and 4 violations of the Property Maintenance Code. Nine of the Town violations were corrected. Two of town ordinance violations from June were resolved. There were nine letters sent citing grass violations. Seven of those violations have been resolved.

➤ Building permit inspections completed	8
➤ Lower Roxbury grant meeting	1
➤ Rental inspections	11

On August 18th we held a management meeting for the Lower Roxbury grant. Budget revision number 3 was approved by DHCD and contracts were to be signed for work on 244 Roxbury Street and 209 Roxbury Street. The team also discussed the bids on

358 and 362 Roxbury Street, the contractor will provide a breakdown of his bid so The Men of Mission can be approached to determine what work they can perform on these two houses. The three houses that were acquired by the town have been demolished. The application to the Federal Home Loan Bank was denied but a new round will open in January 2017 and Don Ford will be contacted by the Federal Home Loan Bank to review his application and provide him with information to help with upcoming application.

There were eleven rental inspections in August. The following units were issued a 4 year certificate, 428 B Street, 608 Church Street, 621 Church Street, 720 Church Street and 901 Pine Street. A re-inspection is needed for 719 Pine Street, 813 Pine Street, 815 Pine Street, 817 Pine Street and 822 Pine Street. A \$50 re-inspection fee is required for 818 Pine Street.

Building Permits Issued August 2016

1. Town of Clifton Forge, 363 Roxbury Street
Demolition \$0

2. Jared R. Jenkins, 600 Church Street
Remodel residence \$27,500
3. James Nicely, 1400 Madison Avenue
Swimming pool \$35,000
4. Carl T. Wolfe, 622 Prospect Walk
Carport \$2,500
5. Wesley Blair Smith, 709 Verge Street
Electrical upgrade \$600
6. Belmont Holdings, 417 Keswick Street
Remodel residence \$2,000
7. Joyce Weber, 1125 Linden Avenue
Electrical upgrade \$1,500
8. Town of Clifton Forge, Loop Street
Service change (Shriners changing panel)
\$500

Clifton Forge

Residential Rental Property Inspection Checklist

Owner:					Date of Inspection:
Address:					Approximate Reinspect Date:
					(within 30 days of initial inspection date)
Contact Name:					Contact Telephone:
Inspection Item					
Exterior					
Sanitation					
Grading/Drainage					
Accessory Structures					
Walls					
Building Identification					
Roof/Gutters					
Stairway, porch, etc.					
Doors/locks					
Interior					
General					
Stairs					
Handrails/guardrails					
Rubbish/Garbage					
Light					
Ventilation					
Clothes dryer					
Windows					
Plumbing					
Dwelling units					
Privacy					
Kitchen					
Bathroom					
Water heater					
Mechanical					
Heating required					
Equipment					
Clearances					
Electrical					
Service					
Receptacles					
Lighting					
Fire Safety					
Egress					
Smoke detectors					
Town Ordinance					
Animals		Outdoor storage		Grass and weeds	
Inoperable vehicle		Trashcans			

Clifton Forge Fire Department
701 Church St.
Clifton Forge Va.24422

The Clifton Forge Fire Department answered a total of 90 calls for service in the month of August. Of the 90 calls, 74 were EMS and 16 were Fire. 81 of these calls were in the Town limits and 9 were in the County. The department logged a total of 134.8 man hours while on these calls. The department logged 322 miles total on our apparatus, and an average on scene time of 4 minutes. We answered 74 EMS calls; of the 74 calls, 52 were for general illness, 10 were for falls, 9 were for cardiac emergencies, and 3 were trauma calls. Also in the month of August, the department installed 4 smoke alarms that was provided by Red Cross. The fire calls are listed in order received.

1. 08/01/2016 3209 Londale Furnace, Lifting assistance 3 members and 1 Apparatus responded with 3 members . Mutual aid call
2. 08/01/2016 Clifton Middle School, Fire alarm activation 9 members and 2 apparatus responded Mutual aid call
3. 08/02/2016 Clifton Middle School, fire alarm activation, 5 members and 2 apparatus responded. Mutual aid call
4. 08/07/2016 304 Revere St, Power line down 3 members and 1 apparatus responded. Town call
5. 08/08/2016 403 Pine St, Assist Clifton Rescue with lifting 1 member and 1 apparatus responded. Town call
6. 08/10/2016 Ampitheater, Diesel spill 5 members responded and 2 apparatus. Town call
7. 08/12/2016 2403 Selma Lowmoor Rd, Attic fire 10 members responded and 3 apparatus. Mutual aid call
8. 08/12/2016 Assist Clifton Forge police dept, 3 members and 1 apparatus responded. Town call
9. 08/13/2016 DSLCC Armory , Fire alarm activation 3 members responded and 1 apparatus . Mutual aid call
10. 08/13/2016 100 ARH Lane , Fire alarm activation 10 members and 3 apparatus responded . Mutual aid call

11. 08/17/2016 411 Keswick St , Tree down 10 members and 2 apparatus responded . Town call
12. 08/18/2016 2607 Clinton St , Electrical Fire 5 members responded with 1 apparatus. Mutual aid call
13. 08/19/2016 800 West Ridgeway St. Elevator stuck 5 members responded and 1 apparatus . Town call
14. 08/27/2016 Rt 220& Verge St , Motor vehicle accident, 6 members and 3 apparatus responded . Mutual aid call
- 15 . 08/28/2016 504 Rose Ave motor vehicle accident, 15members and 3 apparatus responded . Town call
15. 08/31/2016 800 West Ridgeway St , Alarm activation 4 members and 1 apparatus responded . Town call
16. 08/31/2016 100 ARH Lane , Fire alarm activation 10 members and 3 apparatus responded . Mutual aid call

Revenue Summary

Fiscal Year Ended June 30, 2016

	Budget Amount	Year to Date June	Percentage Collected
Real Property Taxes	\$302,000.00	294,734.82	97.59%
PSC Taxes	35,000.00	30,659.96	87.60%
Personal Property Taxes	258,500.00	238,811.60	92.38%
Machinery & Tools Tax	2,200.00	2,417.90	109.90%
Penalties & Interest	13,000.00	13,075.25	100.58%
Local Sales & Use Tax	116,000.00	127,169.27	109.63%
Consumer Utility Tax	260,000.00	255,757.45	98.37%
Business License Tax	200,000.00	206,721.17	103.36%
Motor Vehicle Licenses	57,000.00	51,852.00	90.97%
Bank Stock Taxes	80,000.00	68,804.56	86.01%
Tobacco Tax	15,000.00	13,836.80	92.25%
Lodging Tax	7,000.00	4,564.10	65.20%
Meals Tax	260,000.00	272,540.77	104.82%
Animal Licenses	1,200.00	940.25	78.35%
Permits	9,500.00	3,270.32	34.42%
Court Fines/Forfeitures	11,050.00	9,618.95	87.05%
Revenue from Use of Money	2,750.00	2,934.10	106.69%
Revenue from Use of Property	12,000.00	14,637.05	121.98%
Charges for Fire Services	50,000.00	50,000.00	100.00%
Waste Collection & Disposal	300.00	150.00	50.00%
Charges/Donations for Library	8,000.00	8,961.04	112.01%
Donations, Misc, Recc Cost	104,249.84	67,661.90	64.90% **
Sale of Cemetery Lots	3,000.00	1,200.00	40.00%
Open/Close Gravesite	20,000.00	16,700.00	83.50%
Alleghany County - Library	21,725.00	22,225.00	102.30%
Non-Categorical Aid - State	7,500.00	6,342.39	84.57%
Highway Maintenance	535,000.00	568,116.76	106.19%
Categorical Aid - State	554,774.00	556,044.08	100.23%
Categorical Aid - Federal	3,500.00	0.00	100.00%
Transfer Funds	10,000.00	10,000.00	100.00%
Total General Fund	\$2,960,248.84	2,919,747.49	98.63%
Water System Charges	\$635,000.00	685,689.80	107.98%
Alleghany County Water	\$410,000.00	357,772.13	87.26%
Miscellaneous (inc. deposits)	\$9,200.00	9,605.47	104.41%
Total Water Fund	\$1,054,200.00	1,053,067.40	99.89%
Sewer Fund Charges	\$1,539,000.00	1,521,016.07	98.83%
Special Fee - Sewer Lateral	54,000.00	53,802.51	99.63%
Total Sewer Fund	\$1,593,000.00	1,574,818.58	98.86%
Grand Total	\$5,607,448.84	\$5,547,633.47	98.93%
Multi year grants/loans			
General fund	3,301,455.00	1,400,480.49	
Water fund	0.00	32,500.00	
Sewer fund	0.00	573,236.12	

** Auditors adjustment relating to previous year

Revenue Summary
Fiscal Year Ended June 30, 2016

Expenditure Summary
Fiscal Year Ended June 30, 2016

	Budget Amount	Year to Date June	Percentage Expended
Town Council	\$12,300.00	10,104.36	82.15%
Town Manager	121,712.00	121,908.55	100.16%
Legal Services	8,562.00	7,203.12	84.13%
Independent Auditor	13,750.00	15,745.14	114.51%
Finance	138,691.00	142,020.66	102.40%
Police Department	849,884.39	823,376.34	96.88%
Fire Department	203,320.00	215,960.84	106.22%
Public Works Administration	59,176.00	37,778.34	63.84%
Streets	590,092.00	591,115.39	100.17%
General Properties	27,900.00	27,323.14	97.93%
Parks	108,923.00	174,652.10	160.34%
Cemeteries	85,326.00	70,833.03	83.01%
Other Cultural Enrichment	10,000.00	10,000.00	100.00%
Library	254,233.45	225,077.27	88.53%
Planning	3,200.00	3,301.00	103.16%
Community Development	112,773.00	108,536.53	96.24%
Other Planning	13,500.00	7,855.83	58.19%
Insurance	66,313.00	62,051.87	93.57%
Non-Departmental	114,700.00	115,585.74	100.77%
Civic & Community Organization	25,500.00	25,830.30	101.30%
Contingency	62,505.00	40,823.30	65.31%
Debt Service	80,388.00	66,892.55	83.21%
Total General Fund	2,962,748.84	2,903,975.40	98.02%
Water Plant	\$454,716.00	418,293.28	91.99%
Transmission Distribution	\$169,296.00	156,846.26	92.65%
Non Departmental/Contingency	\$130,902.00	138,199.02	105.57%
Capital	\$130,408.00	158,599.81	121.62%
Debt Service	\$193,878.00	185,432.30	95.64%
Total Water Fund	\$1,079,200.00	1,057,370.67	97.98%
Wastewater Treatment Plant	\$689,365.49	622,611.94	90.32%
Transmission and Distribution	181,913.65	107,890.76	59.31%
Wastewater I & I	87,416.35	55,577.49	63.58%
Special Sewer Lateral Expense	54,000.00	19,120.00	35.41%
Non Departmental/Contingency	121,527.00	107,238.13	88.24%
Capital Projects	151,186.00	146,811.50	97.11%
Revolving Loan Fund	343,171.51	343,171.51	100.00%
Total Sewer Fund	\$1,628,580.00	1,402,421.33	86.11%
General Fund Grants	3,236,995.00	1,239,135.37	
Street carryforward funds	192,568.24	192,568.24	
Sewer - Smith Cr/Roxbury		616,246.34	

FY 2015-2016 Grants and Loans

General Fund

VDOT Access Road Business Park
VDOT Smith Creek Trail Seg 2
VDOT Transportation Enhancement – C & O Historical society
Alleghany Foundation Smith Creek Trail Seg 3
Alleghany Foundation Linden Park
Alleghany Foundation Curb Appeal
Alleghany Foundation Roxbury Street Neighborhood
CDBG Roxbury Street Neighborhood
DHCD Broadband Grant
VML Safety Grant
BB& T Capital Improvement Loan

Water Fund

Virginia Department of Health Fluoride Grant
USDA – Dam Grant

Water/Sewer

Loan(with partial forgiveness) – VRA Roxbury/Smith Creek Project

NO
SUPPORTING
DOCUMENTATION
FOR
THIS
ITEM